

San Antonio Planning Department

Five Year Plan Update and Monitoring Procedures

Unified Development Code Requirements

The provisions pertaining to Plan Updates and Monitoring in the Unified Development Code are as follows:

Chapter 35-420 of the *Unified Development Code* provides for:

(g) Monitoring and Amendments

(1) Urban Indicators and Report

Urban indicators shall be developed as each Neighborhood, Community, and Perimeter Plan is produced. Urban indicators are qualitative or quantitative measures that assess progress towards the goals identified in the Plan. A report to measure the success of plan implementation shall be prepared every two years, based on the urban indicators found in each specific plan, by a Coordinating Group appointed by the Planning Director consistent with the criteria established in subsection (b)(2), above, in order to implement the plan. The Planning Director shall distribute the report to the City Council and City Departments. The report shall not constitute a Plan amendment, but shall be considered in updating and amending the Plan pursuant to subsection (2), below.

(2) Amendments Required

Each Plan shall be subject to continuing evaluation and review by the Planning Director and the Planning Commission. The Planning Director shall establish and broadly disseminate to the public a public participation program identifying procedures whereby proposed amendments or revisions of the comprehensive plan are considered. The Plan shall be reviewed by the planning commission at least once every five (5) years and if necessary amended by the City Council. If the review is not performed, any property owner in the planning area may file a petition with the Planning Director to amend the plan. If the Planning Director finds that the review has not been performed, he shall initiate the referenced public participation program regarding the proposed amendment and may set a schedule or deadline for the completion of the review. If the Plan is not updated pursuant to a petition filed pursuant to this subsection, the subsection (h) shall not apply until such time as the Plan is updated.

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Plan Update Procedures

I. Planning Team Notification by Planning Director - Second Year Following Plan Adoption

- A. The Planning Director shall notify the Planning Team and all Registered Neighborhood Associations within the plan area that an update is required, and if necessary, the Planning Director may recruit additional stakeholders to be part of the planning process to ensure a broad spectrum of participation. Notification will be in writing by Certified U.S. mail, and shall occur between the fourth (4th) month prior to the third (3rd) anniversary of the date (month and day) of plan adoption by City Council and the eighth (8th) month of the fifth (5th) anniversary of the date (month and day) of plan adoption by City Council. The notification will state that an update of plan is required every fifth (5th) year of plan adoption, and that the Planning Department Staff will arrange a meeting with the Planning Team and all registered neighborhood associations within the Plan area.
- B. In the case where the Planning Team and Registered Neighborhood Association(s) are inactive or have dissolved, the Planning Director may prepare a land use plan and host a community meeting to receive public comment. The Planning Director will develop a list of Key Stakeholders and provide notification of the community meeting as defined in Section II, E1-2.

II. Analysis and Drafting of Land Use Plan Element– Third (3rd) through Fourth (4th) Years Following Plan Adoption

- A. To meet the requirements of the Plan Update, the Planning Department's policy shall be to review and amend the Land Use element of the plan, including:
 - ◆ current land use map,
 - ◆ land use element text, and
 - ◆ land use plan.

Land Use Verification

- B. The Staff will arrange a meeting with the original Planning Team members and the contacts for the Registered Neighborhood Associations in the Plan area to discuss the Plan Update process. A Memorandum of Understanding will be executed with the Planning Team/Registered Neighborhood Associations' representatives and the Planning Director outlining staff and neighborhood responsibilities for the Plan Update.

Time Frame: Third (3rd) Year

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- C. Staff, with the Planning Team and Registered Neighborhood Association(s) contacts, will verify the current land use and note any changes. Staff will conduct a brief training session on Land Use verification with the neighborhood participants.

Time Frame: Third (3rd) through Fourth (4th) Year Following Plan Adoption

Participant Work Session and Public Meetings

- D. Work Session/Meetings Location: The Planning Team/Neighborhood Associations Representatives will host the meetings and assist with arranging meeting dates, locations and refreshments.
- E. Notification of Meetings/Work Session:
- 1) The Planning Team/ Registered Neighborhood Associations, with staff support, will develop a Mailing List to invite the participation of a broad cross-section of Key Stakeholders including community leaders, residents, schools, religious institutions, social and civic organizations, representatives of the real estate and construction industries, business and commercial property owners, vacant property owners, and local chambers of commerce.
 - 2) The Staff will provide a mailed notice to the Key Stakeholders Mailing List as provided in II, E, 1, using records from Bexar Appraisal District, and other sources such as Voters Registration and Texas Workforce Commission. Notices should be mailed at least ten 10 days in advance of meetings. Additionally, the Staff will provide press releases to area media to announce the meetings.
 - 3) The Planning Team/Neighborhood Associations Representatives are strongly encouraged to provide notice of the work session and community meetings schedule in their newsletters and Web pages, and hand deliver flyers announcing the meeting dates throughout the community to ensure a broad cross-section of participation as defined in Section II, E,1.
- F. The Staff will conduct one land use work session with Key Stakeholders to discuss potential changes in the Land Use Plan and associated text based on analysis of current land use and zoning in the plan area. Notice shall be provided in accordance with Section II, E, 1-2.
- G. The Planning Team/Neighborhood Associations Representatives, with staff support, will host two (2) public, community meetings - one to be scheduled during the day and one to be scheduled in the evening for the convenience of the

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participants. Notice shall be provided in accordance with Section II, E, 1-3 for community meetings.

- H. All Land Use Plan drafts and text changes are subject to review and comment by the Planning Director, and, if warranted, changes may be made based on current planning practice, city policies, and the city's Comprehensive Master Plan. Staff will review the final draft update with the Key Stakeholders prior to scheduling for Planning Commission consideration.

Time Frame: Fourth (4th) Year Following Plan Adoption

III. Planning Commission and City Council Consideration – Fourth (4th) Year Following Plan Adoption

- A. The Staff will publish notification in a newspaper fifteen (15) days in advance of the public hearing before the Planning Commission. The update will be considered by the Planning Commission as an amendment to the Master Plan.
- B. The Staff will notify the Key Stakeholders and affected property owners of the public hearing date by U. S mail.

Time Frame: Fourth (4th) Month prior to Fifth Year Anniversary Date

- C. Following the recommendation of the Planning Commission, the amendment to the Master Plan will be scheduled for consideration by the City Council.

Time Frame: Third (3rd) Month prior to Fifth (5th) Year Anniversary Date

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Monitoring

I. Planning Team Notification by Planning Director - Second Year Following Plan Adoption

The Planning Director shall notify the Planning Team and all Registered Neighborhood Association Representatives within the Plan area that an urban indicators report is required. Notification will be in writing by Certified U.S. mail, and shall occur after the second (2nd) anniversary date and prior to nine (9) months before the third (3rd) anniversary date of plan adoption. The notification will include an urban indicators Report Form to be completed by the combined Planning Team/Registered Neighborhood Association Representatives. The notification will state that an urban indicators report is required every two years, and that the Staff will contact the Planning Team/Registered Neighborhood Associations Representatives to discuss the report and provide technical assistance, if necessary.

II. Completion of Urban Indicators Report by Planning Team/Registered Neighborhood Associations Representatives

- A. The Staff will facilitate requests to city departments and agencies to collect data required for the urban indicators report. Other types of data such as windshield surveys will be the responsibility of the Planning Team/Registered Neighborhood Associations representatives.
- B. The urban indicators report form will be completed by the Planning Team/Registered Neighborhood Associations, signed by the Team members and representatives, and returned to the Planning Director prior to the third (3rd) anniversary date of plan adoption. Reminder notices will be provided 3 months prior to report deadline. Drafts submitted to staff for review and assistance prior to the report deadline are encouraged.

III. Frequency

This procedure shall be followed for subsequent reports on a biennial basis.

IV. Distribution

The Planning Director shall distribute a combined report of the submitted urban indicator reports shall be distributed to the City Council and city departments.